

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		<b>広報番号：</b> Announcement No.	CNFJ-N01CP-03-04
		<b>募集締切日：</b> Closing Date	14 May 04
		<b>発行日：</b> Date of Issue	5 May 04
<b>1.職種名 Job title ( 等級 Grade <u>7</u> / 語学等級 LAD <u>4</u> )</b>  <b>Employment Specialist #395 雇用専門職</b> Acceptable Trainee Level 受諾可能な下位等級：1-6 <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative    Blue Collar Trade    Security      Medical		<b>募集人数</b> No. of Recruitment  <div style="font-size: 2em; text-align: center;">1 名</div>	<b>4.募集範囲 Area of Consideration</b> <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input type="checkbox"/> 外部 Off Base Applicant
<b>2.部隊 Activity</b> Commander, U.S. Naval Forces, Japan Human Resources Office Operations Division, Team A <b>勤務場所 Working Place:</b> 横須賀市 泊町 Tomari-cho, Yokosuka		<b>5.雇用の種類 Type of Employment</b> <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term ( <u>  </u> カ月 Months )	
<b>3.勤務時間 Work Schedule ( 週 <u>40</u> 時間制 hrww )</b> 勤務日 Work Days: Monday - Friday 勤務時間・休憩 Work Hours/Recess Period: 0800-1645/1200-1245 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
<b>6.職務内容 Duties:</b> Provides advice, consultation and services to management officials, supervisors and employees regarding employment and classification issues. Specifically, advises on and administers program actions for recruitment, placement, reassignment, promotion, separation and classification actions. Assures compliance with governing policies, regulations and procedures.			
<b>7.資格要件/身体条件 Qualification/Physical Requirements</b> a. One year of specialized technical or administrative work experience equivalent to 1-6 level in related work OR Doctorate Degree in accredited graduate School in a related field. b. Knowledge of principle, regulations and directives that are covering USCS employment and position classification programs. c. Knowledge of agency program goals and objectives. d. Skill in operating personal computer such as Microsoft Office. e. Ability to analyze, interpret and apply regulations and directives. f. Ability to negotiate and maintain liaison with all levels of management as well as employees. g. Ability to speak, read and write English at exceptional proficiency level (LAD-4).  *A potentially qualified applicant may be selected at grade 1-6 level as below: a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related field OR Master Degree in a related field.  Handicapped applicants may be accepted, depending on the degree and kind of disability.			
<b>英語力 English Language Proficiency :</b> <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input checked="" type="checkbox"/> 特段の能力 Exceptional			
<b>学歴 Educational Background :</b> N/A		<b>免許証/修了証 License/Certificate Required :</b> N/A	

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form (Dec 03) <a href="http://hro.cnfj.navy.mil">http://hro.cnfj.navy.mil</a> ) * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) <a href="http://hro.cnfj.navy.mil">http://hro.cnfj.navy.mil</a> *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is unacceptable.)		
<b>問い合わせ先 for Job Inquiries</b>	<b>提出先 Office to Submit</b>	<b>事務処理欄 For Official Use</b>
担当部署/担当者名 COMNAVFORJAPAN HRO Yokosuka Operations Division Attn: Ms. Elisabeth. Mac Leod ☎046-816-8163	〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地統合人事部雇用課 (HRO) CNFJ, HRO C-N132 ☎046-816-8152 (内線/Extension) 243-8152	PD No.: CNFJ-N01CP510-001
		PD is accurate and current. Certified by Activity:
		HRO: at 5/5so5/5

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません Submitted applications will not be returned.